



# RESIDENTIAL REMODEL

## PERMIT CHECKLIST

PUBLIC WORKS BUILDING DIVISION  
206-973-4750

**THE FOLLOWING DOCUMENTATION MUST BE SUBMITTED WHEN APPLYING FOR A PERMIT:**

- \_\_\_ A completed Permit Application
- \_\_\_ A copy of the WA State Contractor's License
- \_\_\_ Provide verification of the contractor's City of SeaTac Business License. (*See Finance Department*)
- \_\_\_ If on a septic system, provide approval from King County Health Department for septic design
- \_\_\_ Receipt of initial Plan Review Fee

**FOUR COPIES OF THE PLANS FOR PLAN REVIEW WHICH SHALL INCLUDE, BUT NOT BE LIMITED TO THE FOLLOWING:**

\_\_\_ **SITE PLAN.** (Scale plans to most appropriate engineering scale, 1"=10' or 1"=20')

- Show all property lines and buildings

\_\_\_ **ARCHITECTURAL PLANS** (*Plans must be drawn on a minimum paper size of 18"X24" to a scale of 1/4"=1'*)

- Provide floor plans with door and window locations
- Provide building elevations, stair details, and typical wall, ceiling, and floor sections.
- Show compliance with the Sound Transmission Code (*if applicable*)
- Show compliance with the Washington State Energy Code requirements.
- Show the Mechanical Appliance and Plumbing Fixture layout on the floor plans.

\_\_\_ **STRUCTURAL PLANS** (*Plans must be drawn on a minimum size of 18"X24" to a scale of 1/4"=1'*).

- Foundation plans.
- Complete framing plans, to include roof and floor framing plans.
- Lumber dimensions, species, grade, spans and spacing, as needed.
- Wall, ceiling, and floor sections or provide a building cross section.

**SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, MECHANICAL, PLUMBING, AND FIRE SPRINKLER SYSTEMS.** See the separate permit applications and checklists. Fire Sprinkler Systems require a plan review.